

PRIVATE PROCESS SERVER (PPS) REQUIREMENTS

1. Call (928) 753-0713 to schedule an appointment to take the PPS test.
2. Bring in the following paperwork:
 - Signed application. (Signature must be notarized and this can be done at the front counter by the Deputy Clerk.)
 - Two references.
 - Thumb Drive with digital picture (passport standards); **or** turn in two passport size (or larger) photos using “passport standards.”
 - (Click on http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html for “passport standards” picture instructions)
3. Pay [Statutory Fee](#) (payable to Clerk of the Superior Court)
4. Take test – must have a passing score of 85% which is 109 out of 128 possible points.

(If you fail the test, you may take a retest within 90 days of the date of the 1st test at no additional cost. If you fail the 2nd time, you must wait 90 days from the date the 2nd test was taken before reapplying. Then you will have to go through the entire process again – new application, paying the fee and taking the test.)
5. After you have passed the test, the Clerk will give you a fingerprint card which you will need to take to the Sheriff’s Dept. or Police Dept. for fingerprinting. Turn card back in to Clerk’s Office. The cost for fingerprinting is \$15.00.
6. A cashier’s check or money order for \$22.00 needs to be made out to the Arizona Department of Public Safety for a background check. This will be sent in with your fingerprint card. If there is a “hit” on the report from Arizona Department of Public Safety, your information will be sent to the presiding judge to review.
7. After above requirements are met and the Arizona Department of Public Safety has mailed back the satisfactory results of your background report to the Clerk’s Office, your ID card will be issued. Your PPS ID card will be good for three years and will expire on the day and month the card was issued.

RENEWAL REQUIREMENTS: Your renewal must be done before your PPS card expires. ***(Please turn in all paperwork before your current card expires.)***

The Process Server will need to provide the following to the Clerk’s office:

1. Your current ID card
2. Show an additional form of government issued ID (eg. Driver’s License, Passport)
3. Submit new application with two references
4. Thumb Drive with digital picture (passport standards); **or** turn in two passport size (or larger) photos using “passport standards”
 - (Click on http://www.travel.state.gov/passport/pptphotoreq/pptphotoreq_5333.html for “passport standards” picture instructions)
5. Turn in Continuing Education Hours (a total of 30 hours, 10 for each year);
6. Pay [Statutory Fee](#)
7. No test is required
8. No background check is required (unless ordered by the Judge)